

## Elementary Teacher (K-6) Highly Qualified Plan of Action

### Section A - Teacher Information

<b>NAME:</b>	<b>Social Security Number:</b>
<b>Indiana Teacher License Number(s):</b>	<b>Grade Level Assignment:</b> <input style="width: 100px;" type="text"/>
<b>Years of Licensed Teaching Experience:</b>	<b>Classroom Assignment:</b> <input style="width: 100px;" type="text"/>

#### New Teacher Definition

*A new teacher is a teacher who has taught for one year or less while holding a valid teaching license.*

If you are a **NEW** teacher, **proceed to Section B.**

#### Veteran Teacher Definition

*A veteran teacher is a teacher who has taught for more than one year holding a valid teaching license.*

If you are a **VETERAN** teacher, **proceed to Section C.**

### Section B – Do you meet the definition of a highly qualified NEW teacher?

1. Do you hold a valid Indiana elementary school education teaching license, includes Elementary Primary (grades K-3) setting, Elementary Intermediate (grades 4-6) setting, or a special education teaching license that includes elementary school settings?	<input type="checkbox"/>
2. Have you passed the PRAXIS II #10011 licensing exam entitled “Elementary Education: Curriculum, Instruction and Assessment”?	<input type="checkbox"/>
If you answered <b>YES</b> to <b>BOTH</b> of the questions above, <b>you meet the definition of highly qualified and do not need to complete the remainder of the form.</b>	
If you answered <b>NO</b> to <b>EITHER</b> of the questions above, <b>proceed to “Section D”.</b>	

### Section C - Do you meet the definition of a highly qualified VETERAN teacher?

1. Do you hold a valid Indiana elementary school education teaching license, includes Elementary Primary (grades K-3) setting, Elementary Intermediate (grades 4-6) setting, or a special education teaching license that includes elementary school settings?	<input type="checkbox"/>
2. Have you completed at least one of the following: (Check the appropriate box if successfully completed) <input type="checkbox"/> Have you passed the PRAXIS II (#10011) licensing exam entitled “Elementary Education: Curriculum, Instruction and Assessment”? <input type="checkbox"/> Have you passed the National Teacher Exam (NTE) (#20010) Specialty test called “Education in the Elementary School”? <input type="checkbox"/> Have you earned 100 points on the HOUSSE rubric? HOUSSE is not an option for New Teachers	<input type="checkbox"/>
If you answered <b>YES</b> to <b>BOTH</b> of the questions above, <b>you MEET the definition of highly qualified and do not need to complete the remainder of the form.</b>	
If you answered <b>NO</b> to <b>EITHER</b> of the questions above, <b>you DO NOT MEET the definition of highly qualified and should proceed to “Section D”.</b>	

### Section D - How will you become highly qualified?

*Check the boxes of the methods that you will complete to become highly qualified and answer the questions associated with your choice(s).*

☐ I will earn a valid Indiana elementary school education teaching license. (Required for NEW and Veteran Teachers)

- ☐ What type of license will you earn?
- ☐ How many hours of credit do you need to complete your degree?
- ☐ From which institution of higher learning will you eventually receive your degree?
- ☐ What classes will you take towards your degree in 2006-07?
- ☐ By what date will you have earned the license selected above?

AND one of the following:

☐ I will pass the PRAXIS II exam entitled “Elementary Education: Curriculum, Instruction and Assessment,” #10011 (Required for NEW teachers and one of three options for VETERAN teachers)

- ☐ List the date by which you are scheduled to take the exam
- ☐ Name the site where you will take the test

☐ I will earn 100 points on the [HOUSSE \(High Objective Uniform State Standard of Evaluation\)](#) rubric for elementary school teachers (Note: HOUSSE is not an option for New Teachers).

- ☐ List the date by which you expect to earn 100 points
- ☐ Complete the following tables by entering the current amount of points earned and what your expected final points will be at the end of the 2006-07 school year.

Ways of Earning Points	Possible Points	Current Subtotals	Expected Subtotals
College Level Course Work	100	=	=
Experience	50	=	=
Professional Development	195	=	=
Service	70	=	=
Curriculum Development	60	=	=
Scholarship	45	=	=
Other	15	=	=
<i>Total must equal 100 points to be HQ</i>		Total = 0	Total = 0

Ways of Earning Points	Description of Points Earned Prior to the 2006-07 School Year
College Level Course Work	
Experience	
Professional Development	
Service	
Curriculum Development	
Scholarship	
Other	
Ways of Earning Points	Description of Expected Points Earned in 2006-07 School Year
College Level Course Work	
Experience	
Professional Development	
Service	
Curriculum Development	
Scholarship	
Other	

Make a copy for your records and send the completed information to your school corporation office. If you have any questions concerning this form, contact [HQT@doe.in.gov](mailto:HQT@doe.in.gov)